Personnel Readiness Workshop Model

	"Which States/Units to focus on"	*"What is broken?"*	*"Solution to fix the problem"*	*"Implement and track"*
	Request	**Pre-Analysis**	**Design & Develop**	**Execute & Monitor**
Key Activities	• 60-90 days: State submits request for workshop to: SFC Michael Hardgrove or Irene Torkildson • Michael.d.hardgrove.mil@mail.mil 703-601-8128 • Irene.m.torkildson.ctr@mail.mil 703-604-8576	• Collect and analyze State/Unit Readiness Data • Identify State/Unit challenges • Review station descriptions	• Coordinate with appropriate State/Unit /G1/G3/G4 POCs • Develop State/Unit Specific Workshop schedule of events • Finalize workshop FRAGO template and products	• Conduct Workshop • Review UMR line by line scrub with FTUS • Conduct FTUS training on USR and HR processes, UMR, policies, and guidance
Outputs	• Prioritize Workshop Schedule • Send PRW Overview Document and PRW Strategy	• Analyze State/Unit specific readiness issues • Identify workshop stations • Send FRAGO • First conference call	• Identify training needs • Send read ahead state specific reports • Approve FRAGO • Second Conference Call	• Correct SIDPERS/IPSS-A data • Improve USR Personnel levels • Units that show significant improvement, submit Change Report

G1 Strategic Communications (LOE #1-UMR Management and LOE #2-Strength Maintenance)

**Must be further defined*

The Right Number, Right People, Right Place and Right Care equal Personnel Readiness